

Career Opportunity

U.S. Probation and Pretrial Officer

Classification: CPS 27/01—28/61

Year 2006 Salary Ranges:

Table 53—Hammond Office— \$44,764 —\$87,218

Table 01— Fort Wayne/South Bend Offices—\$41,575-\$81,2005

**Announcement
Number: 2006/03**

**Locations: Hammond
and Fort Wayne Offices**

**Date Posted: August 15,
2006**

**Closing Date: September
29, 2006**



U.S. Probation and Pretrial
Services
Northern District of Indiana
www.innp.uscourts.gov

United States Federal
Courthouse
5400 Federal Plaza
Suite 1000
Hammond, IN 46320
Attention: Personnel
Specialist

SALARY AND BENEFITS INFORMATION

Most positions in the United States District Court are classified and paid under the Judiciary Salary Plan (JSP) or the Court Personnel System (CPS). Salary is set to commensurate with experience and duty station location. Federal benefits are available for most positions according to federal guidelines. All federal positions are subject to mandatory electronic funds transfer participation for payment of net pay.

THE DISTRICT

The Northern District of Indiana geographically consists of a 32-county area in the northern part of the state. Divisional offices are maintained in Hammond, South Bend and Fort Wayne. Travel and possession of a valid driver's license is required. Employees of the U.S. Probation Office are Excepted Service and are required to adhere to a Code of Conduct which will be made available for applicants. Position #2006/03 is a full-time permanent position. More than one position may be filled from this announcement at the Hammond Office and one position at the Fort Wayne office; however, hiring may be constrained by budgetary considerations.

MINIMUM REQUIREMENTS

All applicants must be a United States citizen or otherwise eligible to work for the United States. Completion of a Bachelor's Degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position is required. The applicant must also have a minimum of two years current specialized experience in work related to the welfare of others. The specialized experience includes progressively responsible experience gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment.

First time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants age 37 or over, who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous experience subtracted from their age to determine whether they meet the maximum age requirement. Retirement age for a law enforcement position is mandatory at age 57.

PHYSICAL REQUIREMENTS

The duties of probation officers, pretrial services officers and probation officer assistants require the investigation and management of alleged criminal offenders or convicted offenders, who may present physical danger to officers and to the public. In the supervision, treatment and control of these offenders, moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm and/or use of self-defense tactics is required. On a daily basis, officers face unusual mental and physical stress because they are subjected to danger and possible harm during frequent, direct contact with individuals, who are suspected or convicted of committing Federal offenses.

STRONGLY PREFERRED QUALIFICATIONS

More than three years of specialized experience with a Master's Degree in a closely related field or pursuing a Master's Degree in a closely related field. Excellent computer knowledge, with experience in the Windows operating environment and WordPerfect is preferred, along with the ability to type a high volume of material accurately. An ability to communicate orally and in writing is needed. The ability to organize, oversee, and complete multiple projects simultaneously, and with limited supervision is a desired characteristic in addition to being detail-oriented with strong organizational skills. Dependable, with a commitment to regular attendance and the ability to work beyond traditional office hours is a highly regarded characteristic. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, foster high ethical standards, and demonstrate integrity in meeting the office's vision, mission and goals.

PRIOR TO APPOINTMENT

The selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. Prior to appointment, the applicant will also be subjected to a credit check and a criminal background check.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review at <http://www.uscourts.gov/>.

THE SELECTION PROCESS

Once the completed application is received and reviewed, an evaluation of the individual's qualifications will be determined. The best qualified applicants will be invited to take a series of exams at their own expense. The exams will assess computer skills, written and verbal skills as well as analytical reasoning abilities. The names and applications of the highest-ranking tested applicants will be submitted to the Selection Team and applicants will be invited for an interview at their own expense.

Due to the volume of applications received, the Probation Office may only be able to communicate with those individuals who will be tested or interviewed. All information is subject to verification. Applications and enclosures will not be returned. Travel and relocation expenses will not be paid. The Probation Office has the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice.

THE APPLICATION PROCEDURE

In order to ensure consideration for the position, all applicants must submit the complete application package, which should include all the following materials: an application form, AO78-ND/IN (located on our web site— <http://www.innp.uscourts.gov>), a cover letter, a resume, supplemental statement addressing the below KSAs and additional question, certified college transcripts, and training/special certification history. Candidates with Federal Government status MUST submit a copy of their SF50, Notification of Personnel Action, and a copy of the performance evaluation from within the past 12 months. The training/special certification history must include a list of all training and copies of any special certification in any law enforcement training or related training, seminars or conferences. The supplemental statement is critical in the application process in that it allows the applicant to respond to the following knowledge, skills and abilities (referred to as KSAs) that have been identified as important for this position. Applicants should provide the supplemental statement as a single spaced, typed statement not to exceed eight (8) pages that addresses the following KSAs.

KSA 1: Knowledge, skills and abilities that are relevant to the fields of probation/pretrial services, corrections, or case management.

KSA 2: Ability to understand and interpret and apply policies, guidelines, case law, etc.

KSA 3: Ability to organize work and meet timelines/deadlines.

KSA 4: Ability to work in a professional environment with a variety of individuals (i.e., offenders, defendants, clients, judges, attorneys, other law enforcement personnel, and victims).

Also include in the supplemental statement, your answer to the following questions: What do you perceive the role of a U.S. Probation & Pretrial Services Officer to be and why do you want to be a U.S. Probation & Pretrial Services Officer?

Submit all requested materials to the below address:

Personnel Specialist
United States Probation/Pretrial Services
5400 Federal Plaza, Suite 1000
Hammond, IN 46320

The United States District Court for the Northern District of Indiana is an equal opportunity employer.

PROBATION OFFICER

Introduction

The position is located in the Probation Office of the District Court for the Northern District of Indiana. The incumbent conducts investigations, provides sentencing recommendations to the Court and supervises offenders.

Representative Duties

Conducts investigations and prepares reports for the Court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing offenders and their families, investigating the offense, prior record and financial status checks of the offender, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. The purpose of these activities is to ascertain the offender's background, to assess the probability of future criminal behavior and determine profit from the offense, restitution, and the offender's ability to pay fines and costs of prosecution, incarceration and cost of supervision. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission Guidelines and relevant case law.

Following disclosure of the presentence report to the parties, analyzes any objections and determines the appropriate course of action. Such actions include resolving disputed issues and/or presenting unresolved issues to the Court for resolution.

Presents presentence report and sentencing recommendations to the Court. Responds to judicial officer's request for information and advice. Testifies in Court as to the basis for factual findings and guideline applications. Serves as resource to the Court to facilitate proper imposition of sentence.

Supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment.

Maintains personal contact with offenders through office and community visits and by telephone. Investigates employment, sources of income, lifestyle and associates to assess risk and compliance. Responsible for detection of substance abuse and through assessment and counseling by implementing the necessary treatment or violation proceedings. Refers offenders to appropriate outside agencies such as medical and drug treatment facilities, employment and training.

Initiates contacts with, replies to and seeks information from organizations and persons such as the U.S. Parole Commission, Bureau of Prisons, and attorneys concerning offenders' behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares reports, which may include application of the U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at Court or parole hearings.

Conducts preliminary interviews and other investigations as required.

Maintains a detailed written record of case activity.

PRETRIAL SERVICES OFFICER

Introduction

The position is located in the Pretrial Services Office or the Probation Office of the District Court for the Northern District of Indiana. The incumbent investigates defendants and makes recommendations as to the amount of bail and the conditions to be met by the defendant if released. Additionally, the officer supervises defendants released on bail in order to monitor and intervene with the defendant's compliance with the conditions of release. Applicants for pretrial diversion are investigated and reports with release recommendations are submitted to the Assistant United States Attorney.

Representative Duties

The Pretrial Services Officer gathers and verifies background information concerning persons charged with a federal criminal offense and when they are arrested or summoned to the Court. Information is gathered through interviews with the defendant, arresting authorities, U.S. Attorney's Office, family and community members. Also, the officer uses law enforcement automated criminal records systems to obtain and verify information. Drug testing and substance abuse assessments are performed.

The Pretrial Services Officer evaluates information and prepares a report to the judge prior to the initial hearing with an assessment as to flight risk and the danger to the community. A recommendation regarding bail and/or release or detention of the defendant is included in the report. In formulating a recommendation, the officer considers prior convictions, the ability of the defendant to post bond, the defendant's community ties, the possibility of substance abuse, and the risk of flight as well as the degree of danger to the community.

The Pretrial Services Officer supervises those defendants that are released by Court Order. The officer makes regular telephone contacts, home visits, and community contacts as required by the conditions of release and supervision plan. The officer ensures that the defendant participates in mandated drug tests. Supervision intervention is conducted with the defendant to modify behavior in order to reduce the potential for revocation. Assistance is provided to those needing medical help, food, shelter, and other assistance by referring the defendant to the appropriate community or governmental agencies. The officer coordinates and monitors the defendant's contact with community sources.

Notifying the Court and the U.S. Attorney of any violations is the responsibility of the Pretrial Services Officer. The officer prepares petitions and/or reports to the Court recommending revocation or modification of the conditions of release. The officer attends Court hearings (initial, detention, or violations) to provide additional information and to keep abreast of the case status and requirements. The officer is required to testify when necessary to support violation reports.

The Pretrial Services Officer develops a supervision plan and maintains a detailed record of case activity.